LESSON 1

KEYBOARDING TECHNIQUE

Objective
After having a class discussion, viewing a teacher demonstration, and using interactive applications, students will work independently to demonstrate the correct keyboarding position and to complete a keyboarding homework assignment.

Materials and Equipment

› pencil for each student
› computer for each student
› poster of the correct keyboarding position (optional)
› plastic keyboard covers to hide characters on keys (optional)
› manila folders (optional)
› computer projection device
› Supplements 3A, 3B, 3C, and 3D

SUPPLEMENT LIST

<table>
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<tr>
<th>SUPPLEMENT</th>
<th>TITLE</th>
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<tr>
<td>3A</td>
<td>Keyboarding Slideshow</td>
<td>slideshow</td>
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<td>Online Keyboarding Web Sites</td>
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<td>3D</td>
<td>WPM Record</td>
<td>document</td>
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Procedures

MOTIVATION
A fun motivational activity will set the tone for this lesson and focus the students’ attention on keyboarding. Think about an opening activity that will generate enthusiasm for this lesson. Consider a way to connect the lesson to the students’ personal lives that will encourage them to pursue typing independently.

EXAMPLES

› Tell a story about two students going to school. One of the students learned to type correctly while the other student did not think proper keyboarding techniques were important. Have students take turns explaining the advantages for the student who learned to type and the disadvantages for the student who did not learn to type.

› Ask students, “Why should you learn the correct keyboarding position?” Sample answer: Students should learn the correct position so they may type with more accuracy.

› Play the sound of a keyboardist typing and have the students guess the sound. Go to a clip art gallery for this sound effect or do an online search for “typing sound.”

› Discuss with the students the skills they will lack if they do not learn to type correctly.

› Give a keyboarding pretest to view the various keyboarding skills.

PURPOSE
Provide students with a rationale for learning to type correctly. Explain that it is important to know the correct typing position to be able to type efficiently and without injury. If the importance of typing correctly is conveyed to the students in a way that inspires them, they will be motivated to learn the proper techniques. In this lesson, students will learn the correct keyboarding position as well as the correct finger positions when typing. The students will practice keyboarding skills for the next few weeks to become more skillful typists.

INSTRUCTIONAL INPUT
Carefully consider which approach to use for instructing the students on the correct keyboarding technique. Your teaching style combined with the students’ current knowledge of keyboarding will determine the appropriate instruction method for each class. Draw on your personal flair to add creativity and excitement to the lesson. Find a way to tap into the students’ previous knowledge; this will give them a basis on which to grow in their keyboarding skills. The instructional input should cover the basic keyboarding position as well as the fundamentals of a keyboard.
Examples

Use hanging posters or an enlarged keyboard (explained in room decorations) to teach and reinforce keyboard basics.

Use the following slides to demonstrate the correct keyboarding position. To use the slides, open the Keyboarding Slideshow (Supplement 3A) and project the first slide onto the class screen using the computer projector. Discuss each slide as it is projected, emphasizing the correct keyboarding position and pointing out the various keys on the keyboard.

Slide 1: Introduction
Slide 2: Title Page—Keyboarding
Slide 3: Correct Keyboarding Position

The Correct Keyboarding Position slide (Figure 1) demonstrates the proper way to sit when typing. Click the mouse on the slide to view more information on the bulleted selections.

- Eyes on monitor
- Wrists flat
- Fingers curved
- Feet flat on floor
- Back straight
- Fingers on home row position

Figure 1. Proper keyboarding position. Encourage correct posture at the computer to eliminate pain and strain, as well as to establish lifelong healthy habits.

Examples

- Have the class describe the lady's keyboarding position.
- Have the students demonstrate this correct keyboarding position while sitting at their own computers.
- Walk around the computer lab to ensure that each student is sitting correctly. If a child is not sitting correctly, reinforce the correct position by referring the student to another student or to the picture of the typist sitting correctly.
- Ask, "Why is it important to sit correctly?" Have students raise their hands to respond. Sample answer: It is important to sit correctly so that your arms, wrists, and back are not injured.
Slide 4: Home Row

Instruct the students on the home row position. Click the mouse to view each home row key on the class screen. Explain that certain fingers rest on certain keys when typing. Tell the students that the thumbs are always on the spacebar (see the following chart).

**HOME ROW: A S D F J K L ;**

<table>
<thead>
<tr>
<th>FINGER</th>
<th>KEY</th>
</tr>
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<tbody>
<tr>
<td>Pinkies</td>
<td>A;</td>
</tr>
<tr>
<td>Ring fingers</td>
<td>S L</td>
</tr>
<tr>
<td>Middle fingers</td>
<td>D K</td>
</tr>
<tr>
<td>Index fingers</td>
<td>F J</td>
</tr>
<tr>
<td>Thumbs</td>
<td>Spacebar</td>
</tr>
</tbody>
</table>

**EXAMPLES**

› Have the students say the letters as they appear.

› If necessary, repeat the home row keys and have the students place their fingers and thumbs correctly on their keyboard.

› Explain the reason for the raised bumps on certain keys. The raised bumps will help a typist find the correct home row position by feeling for these bumps without looking down at the keyboard.

Slide 5 to Slide 10: Keys

Certain keys perform specific functions on the keyboard (see the following chart).

**FREQUENTLY USED KEYS**

<table>
<thead>
<tr>
<th>KEY</th>
<th>FUNCTION</th>
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</thead>
<tbody>
<tr>
<td>Backspace</td>
<td>Deletes a character to the left of the cursor</td>
</tr>
<tr>
<td>Caps Lock</td>
<td>Capitalizes all letters</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes a character to the right of the cursor</td>
</tr>
<tr>
<td>Enter</td>
<td>1. Completes a command</td>
</tr>
<tr>
<td></td>
<td>2. Moves cursor down to the next line</td>
</tr>
<tr>
<td>Shift</td>
<td>1. Capitalizes letters</td>
</tr>
<tr>
<td></td>
<td>2. Inserts symbols</td>
</tr>
<tr>
<td></td>
<td>Press and hold the Shift key, then press another key to capitalize a letter or to insert a symbol</td>
</tr>
<tr>
<td>Tab</td>
<td>Indents</td>
</tr>
</tbody>
</table>

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EXAMPLES

› Have students explain the function of several important keys on the keyboard. If the students do not know the answer, explain the correct function of the key as listed in the previous chart.

› Have students write these functions on paper or type them into a word processor for future reference.

› Discuss other keys on the keyboard such as Num Lock, function keys, arrows, Ctrl, Alt, Page Up, Page Down, Home, End, Insert, Print Screen, Scroll Lock, and Pause Break.

Slide 11: Great work!
Praise the students for their concentration and participation during the slideshow.

CHECK FOR UNDERSTANDING
The students should have a functional understanding of the correct keyboarding position as well as the basic keys on the keyboard. Be innovative in ensuring that students comprehend this lesson. If the students do not seem to understand these keyboarding concepts, you may need to reteach the lesson.

EXAMPLES

› Select a student to come to the front of the classroom and explain the correct keyboarding position.

› Point to a key and ask, “What is the function of this key?”

› Play a game in which a student comes to the front of the classroom and reads a question on a card, and then must answer the question to win points for a team.

Sample Questions
• What is the correct keyboarding position?
• What are the home row keys?
• What is the function of the Enter, Caps Lock, Shift, Tab, Delete, and Backspace key? (Ask this question several times, inserting a different key each time.)

GUIDED PRACTICE
Contemplate an age-appropriate activity that will give the students an opportunity to practice the keyboarding techniques learned in this lesson. The students will probably have varying levels of expertise depending upon their previous keyboarding experience. If possible, invest in keyboards without letters on the keys or covers for the keyboard. Students will not be able to see the keys and will learn to look only at the monitor. Think of an approach that will allow all students to increase their typing skills at their individual levels.
Use the computer projector to demonstrate how to use an online keyboarding Web site to practice typing (Supplement 3B).

> Show the students how to use a typing application such as Type to Learn or Mavis Beacon Teaches Typing to practice keyboarding, if these are available at your school.

**INDEPENDENT PRACTICE**

The students will probably be excited to begin practice on the keyboard. Consider an appropriate method to instruct each class based upon the abilities of the students. Reinforce the idea that speed is not currently important; students should concentrate on developing and practicing fundamental typing skills. Dim the lights as the students type to minimize the glare on the monitors.

**EXAMPLES**

> Have students practice typing independently using a selection from Online Keyboarding Web Sites (Supplement 3B).

> Have students practice their keyboarding skills using a typing application, if one is available at your school.

**While Students Are Keyboarding**

- Walk around the computer lab monitoring each student, reminding the students of the correct position.

- Observe the students during keyboarding practice to ensure that correct skills are demonstrated.

- If a student needs help, model the correct position and remind the student of the correct position.

- If students are looking at the keyboard, gently place a manila file folder over their hands to ensure that they cannot look at the keyboard.

- If you see frustration on the face of a child, assist the student for a few minutes and encourage the child independently.

- Allow students to refer to a keyboard poster hanging in the classroom, if needed.

**Variations for Younger Students**

Consider an activity that will enable younger students to practice typing at their individual levels.
Examples

› Have younger students use the keyboard to type their first name on a simple word processor. This will expose the students to the appropriate use of the keyboard. This may be the first time some students have used a keyboard; typing their name to be seen on the screen will be very exciting!

› Have younger students type the alphabet using a simple word processor.

Assessment

The students have had several opportunities to display the content taught in this lesson. Contemplate which assessment method will best demonstrate mastered content on keyboarding while taking into account the previous keyboarding experience and individual abilities of the students.

Examples

› Assign the Keyboarding Homework sheet (Supplement 3C). Explain that the students will need to color the keys on the worksheet keyboard the correct color using crayons, colored pencils, or markers and answer the question at the bottom of the page. The Keyboarding Homework will reinforce the correct finger positions on the keyboard.

› Assign keyboarding practice. Require that a parent or guardian sign the student's homework to indicate that the child did indeed practice typing. If the students are able to connect to the Internet at home, they could practice keyboarding for a certain amount of time depending upon ability level using a selection from Online Keyboarding Web Sites (Supplement 3B).

› Give students an option in the keyboarding homework to be completed.

› Have students practice typing using a word processor, print the results, and turn the assignment in during the next computer class.

› Note student participation throughout class discussions and record it in the grade book.

› Collect keyboarding notes taken during the lesson.

Closure

Commend the students' desire to type correctly. Select a manner for closing the lesson that encourages motivation and praises students for their keyboarding practice. The students should feel special, as if they have completed an important task when typing.

Examples

› If there is extra time, review the Keyboarding Slideshow (Supplement 3A).

› Remind the class about the importance of typing correctly.